



## UNITED STATES PATENT AND TRADEMARK OFFICE

FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROMOTION

Announcement No: **MVM-06-0114-MP**  
Issue Date: **8/31/06**  
Closing Date: **9/22/06**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Supervisory Financial Systems Analyst  
GS-0501-14  
Full Performance Level: GS-14  
Multiple positions to be filled  
Competitive Service  
Salary Range:  
GS-14- \$91,407 - \$118,828 per annum  
Work Schedule: Full-time  
Competitive Service  
NTEU 243 Bargaining Unit Position  
More than one candidate may be selected  
Position Sensitivity: This is a Low Risk  
position that requires a National Agency  
Check with Inquires (NACI)

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
Office of the Chief Financial Officer  
Office of Finance  
Financial Systems Division  
Alexandria, VA

#### AREA OF CONSIDERATION

USPTO Employees with Status;  
Current Federal Employees with Status;  
Reinstatement Eligibles;  
DOC Surplus;  
Displaced Employees in local  
commuting area; and VEOA

**Vacancy is also announced as:  
MVM-06-0115-DE under Delegated  
Examining procedures. Please review  
the announcement to determine if you  
are eligible for consideration under  
Delegated Examining procedures.  
NOTE: Applicants must apply to  
each announcement in order to  
receive consideration for both  
vacancy announcements.**

#### DUTIES:

The incumbent serves as the system maintenance and development manager and/or project manager for one or more of the USPTO financial management information systems. These systems include the Core Financial System (CFS), which includes core accounting, acquisition, budget and travel components and interfaces, the Enterprise Data Warehouse (EDW), Revenue Accounting and Management (RAM), and other financial systems managed by the Office of Finance. The incumbent is responsible for the full life cycle of financial management information systems to include the alignment with the Office of the Chief Information Officer's (OCIO) System Development Life Cycle (SDLC) process, daily maintenance and operational support of the systems, as well as planning for upgrades to the systems. The incumbent is also responsible for the coordination with technical staff, contractors and OCIO as needed for the financial management information systems. Incumbent provides support for the development of financial management system project plans to include determining scope, methods, resource requirements, schedules and supporting analysis. Identifies customers' information system requirements; analyzes information systems requirements or environment; designs or conducts analytical studies, cost benefit analyses, or other research; evaluates, monitors, or ensures compliance with laws, regulations, policies, standards, or procedures; integrates information systems subsystems; develops information systems testing strategies, plans, or scenarios; identifies standards or requirements for infrastructure configuration or change management; participates in change control (for example, reviewing configuration change requests); develops or implements information systems security plans and procedures; and ensures appropriate product-related training and documentation are developed and made available to customers. Incumbent supervises a staff in support of the financial management information systems. Responsibilities include assigning projects and tasks, preparing performance plans and appraisals, reviewing deliverables and other supervisory specific tasks. Incumbent also serves as the staff expert on financial management information systems and is responsible for problem solving daily operational issues and providing guidance to staff who include subject matter experts of the financial management systems.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must demonstrate one year of specialized experience equivalent to that of the next lower grade in the Federal Services. For the GS-14 grade level, applicants must have one year of financial systems analyst work equivalent to the GS-13 level or higher gained in the Federal government or private sector. Specialized experience is defined as experience that has equipped the applicant with the particular knowledge, skills

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and abilities to successfully perform the duties of financial systems analyst, and is typically in or related to the work of the position to be filled. Examples of such experience typically will include designing or conducting analytical studies, cost benefit analyses or other research in a financial management information systems environment.

**SUPERVISORY POSITION:** Selectee is subject to completion of a one-year probationary period.

Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

**EVALUATION OF QUALIFIED CANDIDATES: APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE, TRAINING, AWARDS, SUPERVISORY APPRAISALS, AND THE FOLLOWING FACTORS:**

1. Demonstrated experience in identifying customers' information systems requirements; analyzing information systems requirements or environment; designing or conducting analytical studies, cost-benefit analyses, or other research; developing information systems testing strategies, plans or scenarios; developing or implementing information systems security plans and procedures.
2. Demonstrated experience in support, planning, and implementation of financial management information systems.
3. General technical knowledge and competence including configuration management, data management, information management, information resources strategy and planning, information systems and network security, information technology (IT) architecture, IT performance assessments, infrastructure design, systems integration, and systems life cycle.
4. Working knowledge of Federal government regulations surrounding IT investments and financial management systems.
5. Demonstrated experience in customer service, decision-making, flexibility, interpersonal skills, leadership, oral communication, organizational awareness, problem solving, reasoning, team building, and writing.

**FAILURE TO ADDRESS EACH FACTOR LISTED ABOVE MAY HAVE AN IMPACT UPON YOUR RATING.**

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: Not Applicable

### **HOW TO APPLY - SUBMIT THE FOLLOWING:**

1. Candidates may submit an OF-612 or resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

**FOR SPECIFIC INFORMATION CALL: MARY VILLA MCLAUGHLIN, (571) 272-1264 TDD# 1-800-828-1120 or Relay System**

For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV).

### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. Box 1450  
Alexandria, VA 22313-1450

### **WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
Elizabeth Townhouse  
Customer Service Center, 1A79  
550 Elizabeth Lane  
Alexandria, VA 22314

### **GENERAL INFORMATION**

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).

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7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.
8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. The selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. Relocation expenses will not be paid.

The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.

### **VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION**

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ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

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### **REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:**

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address

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- d. Supervisor's name and telephone number
- e. Starting and ending dates (month and year)
- f. Hours per week,
- g. Salary
- h. Indicate if we may contact your current supervisor.

### 5. Other Qualifications

- a. Job-related training courses (title and year)
- b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
- c. Typing and/or stenography speed
- d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
- e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.